

Basic Option - School Portable Structure

7a

This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application deems the application complete. Checklist #7a is only for portable installations for which no grading permit is required, or if grading will occur utilizing quantities **less than 500 cubic yards**. If any grading is to be done, a separate grading permit will need to be applied for requiring all items requested on the grading checklist.

Per the Bothell Municipal Code 12.06.070(B)(3): Portable and modular classroom buildings are permitted as additions to existing schools; provided all setbacks are met, required parking and landscaping is provided, and the cumulative square footage of the added building or buildings comprises no more than 20 percent of the original permanent building square footage. Proposals that exceed this threshold shall require a conditional use permit. (Ord. 1629) If the application is for over 20% of the original permanent building square footage, this checklist does not apply. See Checklist #7.

Applicant: Insert the Plan Sheet Number, and check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. Permit Services will check off each box under *Staff* when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the item(s) initialed as not required.*

Two (2) complete plan sets and **seven (7)** site plans are required.

Development Services permit application requirements per BMC 11.06.002

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

Applicant

Staff

- | | |
|---|--------------------------|
| <input type="checkbox"/> A completed Permit Application form | <input type="checkbox"/> |
| <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations. | <input type="checkbox"/> |
| <input type="checkbox"/> The applicable fee (plan check fee, fire plan check fee) | <input type="checkbox"/> |
| <input type="checkbox"/> Water and Sewer Certificate of Availability if connecting to water and/or sewer (4 copies)..... | <input type="checkbox"/> |

Site Plans (7 copies):

Applicant

Staff

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|--|--------------------------|
| <input type="checkbox"/> Title sheet with Vicinity Map and a title block indicating name, address, phone number of applicant and owner, and property address | <input type="checkbox"/> |
| Overall Site Plan (minimum 8 1/2 x 11" size paper at a scale of 20' equals 1") showing the proposed structure in plan view indicating: | |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> Bar scale..... | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed public and private streets surrounding and within the property | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater) | <input type="checkbox"/> |
| <input type="checkbox"/> When present, environmentally sensitive areas on site, adjacent to, or within 200 feet of property (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.); | <input type="checkbox"/> |
| <input type="checkbox"/> When present, any surface waters (e.g. streams, ponds, ditches, etc.) within 200 feet of property | <input type="checkbox"/> |

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|--|--------------------------|
| <input type="checkbox"/> Property lines | <input type="checkbox"/> |
| <input type="checkbox"/> Site acreage | <input type="checkbox"/> |
| <input type="checkbox"/> All present improvements on property | <input type="checkbox"/> |
| <input type="checkbox"/> Distances from the proposed buildings to property lines and other buildings on the site | <input type="checkbox"/> |
| <input type="checkbox"/> Legal description and assessors parcel number | <input type="checkbox"/> |
| <input type="checkbox"/> Location of existing and/or proposed easements..... | <input type="checkbox"/> |
| <input type="checkbox"/> Driveway information for existing and proposed driveway, including: location and width of the existing driveway and/or depressed curb, elevation of curb at center line of proposed driveway; | <input type="checkbox"/> |
| <input type="checkbox"/> Internal roadway radii | <input type="checkbox"/> |
| <input type="checkbox"/> Elevation of finish floor | <input type="checkbox"/> |
| <input type="checkbox"/> Existing sewer, water, storm drains, and other utilities | <input type="checkbox"/> |
| <input type="checkbox"/> Show roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated; | <input type="checkbox"/> |
| <input type="checkbox"/> Location of existing or planned fire hydrants and planned water mains, if new mains are to be installed..... | <input type="checkbox"/> |

Building Plans

- | | |
|---|--------------------------|
| <input type="checkbox"/> MIS # _____ enter basic plan # _____ | <input type="checkbox"/> |
|---|--------------------------|

Civil Plans

Plan Sheet
Number

Applicant

Staff

- | | |
|---|--------------------------|
| _____ <input type="checkbox"/> Civil Plans (see Bothell Design and Construction Standards, section 1-10) | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Title sheet with Vicinity Map, & Index Map (if applicable)..... | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Site Topographic & Horizontal Control Plan | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Temporary Erosion & Sedimentation Control Plan (T.E.S.C.P.)..... | <input type="checkbox"/> |
| _____ <input type="checkbox"/> If plumbed to potable water, Storm Drainage/Detention Plan/Profile (Drainage & Street Plans may be combined together) | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Composite Utility Plan showing existing city utilities and proposed portables footprint | <input type="checkbox"/> |
| _____ <input type="checkbox"/> Details and Specifications for the above improvements, including duplicate copies of all standard City of Bothell drawings referenced on the plan and in the notes | <input type="checkbox"/> |

Two of the following items:

- | | |
|--|--------------------------|
| <input type="checkbox"/> Structural Calculations for support and tie down system (bld)..... | <input type="checkbox"/> |
| <input type="checkbox"/> Technical Information Report (TIR) - A comprehensive drainage report containing all technical information and analysis necessary to develop the drainage plans if over 5,000 square feet of new impervious is being created . The TIR must conform to Section 2.3.1 of the King County Surface Water Design Manual (KCSWDM). (2-eng) | <input type="checkbox"/> |
| <input type="checkbox"/> Soils Report from a Licensed Geo-technical Engineer which specifies type of tie down to be used in site soils (bld) | <input type="checkbox"/> |

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One of each of the following items:

- ☐ ROW permit application, checklist and all required items ☐
- ☐ The name, address, and phone number of the office of the lender administering the interim construction financing, if any; or the name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50 percent of the total amount of the construction project. (RCW 19.27.095, State Building Code) ☐

Other:

- ☐ Four (4) copies of Soils Report from Geo-Technical Engineer if geological hazard areas or steep slopes are present on area to be altered (file, 1-pln, 2-eng). ☐

Commercial Project:

Type of construction ☐I ☐II ☐III ☐IV ☐V ☐A ☐B ☐HT occupancy _____

Building Information is provided to assist in planning your project.

Fire review	All structures must conform to fire detection/sprinkler requirements prior to final inspections and occupancy per Chapter 15.10 BMC. All fire protection systems shall be submitted to the Fire Department.
Food & Beverage Handlers	County health departments will require review of all food establishments.
Plan review expiration	One year from the date of application. The Building Official may extend the time limitation for an additional 180 days upon written request by the applicant prior to the one year expiration. BMC20.02.120
Permit issuance	All permits are issued contingent upon the Fire Department review comments which must remain attached to the approved plans.
Permit expiration	One year from the date of permit issuance. BMC20.02.130
Building inspections	All permitted structures require an inspection. It is the contractor's responsibility to call for all inspections required. Required inspections are listed on the building permit. All permits, plans and correction notices are to be on the job site at all times. Any re-inspection fees due are required to be paid at the permit counter in the City Hall Building, 18415 101 st Ave NE, prior to scheduling any further inspections.
Fire inspections	Approval to cover shall not be authorized until plans have been reviewed and approved and installation of the system is inspected and approved by the Bothell Fire Department, 10726 Beardslee Blvd. Bothell, (425) 806-6242.
Final occupancy	All conditions of the project must be complete prior to issuance of Final Certificate of Occupancy.
Questions	Permit Services can assist you with questions regarding submittal requirements or the plan review process, (425) 806-6400.